

Case File

Chief, Records Management Staff

18 October 1956

25X1A9a

ORR Records Management Officer

Mr. [REDACTED]
Fred: Will you see
that the necessary
action is taken on
this [REDACTED]
10/19/56

Disposition Action - Job No. 54-126

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1. Reference is made to Form No. 141 for the subject job number. The Records Center has indicated that they will destroy these records on 24 October unless otherwise notified by this Office. Item No. 302 is cited by the Records Center as the authority for disposition.

2. An examination of Records Control Schedule No. 22-55 reveals that there is some doubt as to whether Item No. 302 is correct. Some of this material could fall under Items 324, 304, 306, 317, 339, 312, 325, and 330, and some has no apparent disposal authority. The disposition instructions on these items varies, i.e. a stipulated period of time, destroy when no longer needed, or permanent. The determination as to which item on the Control Schedule, if any, covers records retired by ORR components rests, of course, with this Office and not the Chief of the Records Center as does the decision as to when records are no longer needed.

3. This material, therefore, is not authorized for destruction until such time as the undersigned has had an opportunity to question the component that retired the records and determine whether or not they may be destroyed. You will be advised as soon as possible.

4. Copies of the Retirement Request (Form No. 60-52), Disposition Action (Form No. 141) and memorandum to the Geography Division are attached.

Attachments

[REDACTED] 25X1A9a